

2015-2016

HIGHLY QUALIFIED REQUIRED DOCUMENTATION

Listed below are the documents required to be kept at either the site level or the LEA level for all core content teachers to meet Highly Qualified Requirements. Documentation of evidence needs to be kept together in a folder or binder and provided to the Arizona Department of Education Specialists upon request for monitoring purposes.

1. Copy of Teaching Certificate
2. Copy of IVP Fingerprint Clearance Card
3. The attestation form or other forms of evidence showing the position in which the teacher is instructing, completed for each core content area for the current year.
4. The required documents that provide evidence of Highly Qualified status listed on the attestation form.
 - a. Out-of-state exams showing a passing score. **(It is not necessary to provide AEPA/NES documentation as this documentation is available through the Certification database).**
 - b. Transcripts with the coursework for the 24 credits highlighted or advanced degree highlighted.
 - c. HOUSSE Rubric for the core content area being taught. HOUSSE Rubrics can only be dated from 2003 – June 2007. They are still acceptable, if the documentation is also provided.
 - i. Appropriate documentation for years' experience
 - ii. Transcripts if coursework is marked
 - iii. Verification of leadership/service work
 - iv. Certificates from attending professional development
 - v. Copies of awards, presentations, publications
5. Copy of 4-Week Letter to Parents, if teacher does not meet Highly Qualified requirements. (Title I schools only)
6. Previous years' attestations or other documented evidence.

Please do not include any personnel items in the Highly Qualified documentation that is confidential. A separate folder/file needs to be kept for personnel information.